



Town of Mooresville

Recruitment Announcement

December 13, 2011

Position: **Library Assistant (Part-time temporary)**

Department: **Library**

Salary Range: **\$11.7029/hour**

Application Deadline: **Open Until Filled**

Description:

An employee in this position will provide customer service in general provisions of library services working at the circulation desk. Duties include, but not limited to, assisting patrons, checking materials in and out for customers, shelving books, answering phone, working with the public regarding basic computer skills such as e-mail, word processing, etc. and providing information to library patrons. Work involves accuracy and significant public contact. Work requires employee to be tactful and courteous. Must have working knowledge of library procedures, methods, materials and practices; working knowledge of books and authors, working knowledge of computers, audio-visual equipment and other equipment in the library; working knowledge of business math, English, and the use of business machines; some knowledge of the theory and objectives of a public library system; ability to establish and maintain effective working relationships with employees, supervisors, volunteers, and patrons; ability to operate a computer including access and use of the Internet, and to explain the basic use to patrons.

Minimum Requirements:

Library experience and some college preferred.

Hours:

10-16 hours per week - hours vary - must be able to work some nights and week-ends with possibility of working up to 37.5 hours per week.

Other Information:

Works with the public, press, and others to build strong relationships. Must be able to perform light work exerting up to 20 pounds of force constantly to move objects.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

This is a part-time hourly job with no benefits.

An Equal Opportunity Employer